

NAG 2 – DOCUMENTATION AND SELF REVIEW

RATIONALE:

Maintaining effective documentation and self review processes promotes an effective school and enables continuous school improvement.

PURPOSE:

1. To ensure that systems and procedures in the school are properly documented based on procedural and administrative guidelines.
2. To provide a framework for reviewing all aspects of the school's operations.
3. Report to students and parents on progress and achievement.

GUIDELINES

1. Develop a strategic plan which documents how the school is giving effect to the NEG's through their policies, plans and programmes including those for curriculum, assessment and staff professional development.
2. Maintain an on-going programme of self-review in relation to the above procedures and administrative guidelines, plans and programmes, including evaluation of information on student achievement.
3. Report to students and their parents on the achievement of individual students, and to the school's community on the achievement of students individually and as a group ie. by age and ethnicity (see NAG 1, No 3) including the achievement of Maori students against the plans and targets referred to in NAG 1, No. 5.
4. Report to students and their parents on the student's progress and achievement, in plain language and in writing at least twice a year.

In order to fulfil the policy, the board and management have developed, and will regularly review, the following Procedural and Administrative Guidelines associated with "Documentation and Self Review:

- Board of Trustees
- Curriculum Review
- Parent – School Communications and Consultation
- Reporting to Parents/Caregivers
- Self Review

Ratified by Board:	_____	Chairperson - Signed for BOT
	Date: _____	_____
Revised:	_____	Chairperson - Signed for BOT
	Date: _____	_____
Revised:	_____	Chairperson - Signed for BOT
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